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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Assistant Deputy Director (Administration)

DATE: 1 February 1952

FROM : Chief, Office of General Services

SUBJECT: Central Processing Branch

REFERENCE: Attached Memorandum of Chief, Personnel Division (C), dated 12 December 1951, and Tabs A and B, pertaining thereto.

1. Because (a) the Central Processing Branch has demonstrated its usefulness; and, (b) the workload is too great for the present staff, concurrence is given to requests for

Six additional personnel,  
Additional space and layout shown in Tab B of 12 December 1951 memorandum, subject to the condition that:

Technical direction as to travel come from Administrative Service, Travel Branch. This to insure uniformity.

25X9A2 2. The Assistant Director (Personnel) has approved a Table of Organization of [REDACTED]. The Chief, Personnel Division (C) and I have agreed over the phone to try [REDACTED], i.e., to set up only six additional positions as suggested in the memorandum of 12 December 1951.

25X9A2 3. The Chief, Personnel Division (C) over the phone has agreed to my condition set forth in Paragraph 1, above.

4. I suggest all persons in the Central Processing Branch be on a Table of Organization of that Branch and not assigned from various segments as at present and that the Central Processing Branch be in the Personnel Office. Mr. Meloon has no objection.

5. As I understand you wished to be informed at once on this situation, I have not yet obtained formal concurrences.

6. If you will approve of the above and return the papers to me, I will obtain all necessary Concurrences and in conjunction with the appropriate offices take the necessary action.

Attachment  
 JOBS IN CLASS / DECLASS. CLASS, CHANGED TO: TS S (C) RET. JUST. 22  
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